

Appeal of Administrative Decision*			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$1670
ENVIRONMENTAL			
PDS REVIEW TEAMS			
STORMWATER			
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE ( <i>not included in total</i> )		None	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b> <b>\$1,670*</b>			

\* Fees are waived for appeals from a recognized Community Planning Group. However, appeals on projects, filed by the applicant shall be subject to full cost recovery; all related costs shall be charged to the applicants project account. The cost of the appeal will be taken in as a deposit if the applicant files the appeal. For non-applicant filed appeals, the amount is taken in as a fee.

**ZONING STAFF:** Enter into Case Book, enter the appropriate activity in the comment field in Accela; enter who filed the appeal; hand deliver to PPS.

**PPS STAFF:** Please send an electronic copy to Director, Assistant Director, Chief, Lea Gordon and Planner.

**PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.**

**PART A:**

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

[125 Appeal Application](#) --- Make sure this form is filled out correctly to include **WHAT** is being appealed (condition number, etc.) and **WHY** it is being appealed.

[126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)

**PART B:**

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

[346 Discretionary Permit Application](#)

**PART C:**

All items below are informational only and not to be submitted. **Select one (1) of the following:**

[157 Appeal Procedure for Administrative Decision and Administrative Permits](#)

[158 Appeal Procedure for Major Subdivisions](#)

[159 Appeal Procedure for Boundary Adjustments, Certificates of Compliance, Minor Subdivisions and Subdivision Ordinance Enforcement and Penalty Actions of the Director](#)

[160 Appeal Procedure for use Permits and Variances](#)

[163 Appeal Procedure for Site Plans](#)

Submittal Appointments are no longer required.  
**Check-in at the main PDS counter no later than 3:30 p.m.**  
Submittal package MUST BE complete.

**NOTES:**

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.